



Advisory Board

AGENDA

September 22, 2015

8:30 AM

407 E. Water Street, Charlottesville

- | | | |
|-------|--|-------|
| I. | Welcome and Introductions | 8:30 |
| II. | Approval of Minutes | 8:35 |
| III. | Public Comment | 8:40 |
| IV. | Approval of Agenda | 8:45 |
| | A. Agenda changes | |
| V. | Items for Additional Discussion | 8:50 |
| VI. | Report of Committees | 9:10 |
| | A. Belmont Bridge | |
| | B. West Main Street | |
| | C. Code Audit / Streets that Work | |
| | D. PLACE | |
| VII. | Manager's Reports | 9:20 |
| | A. Ridership / Performance Statistics | |
| | B. Questions | |
| VIII. | Program Updates | 9:30 |
| | A. Safety Program | |
| | B. Training Program | |
| | C. Hiring | |
| IX. | New Business | 10:00 |
| | A. FY 2017 Budget Request | |
| | B. FY 2017 CIP Projects | |
| X. | Old Business | 10:20 |
| | A. Fare system acquisition update project report | |
| | B. CAD/AVL Procurement release | |
| XI. | Subcommittee Meeting date(s) | 10:25 |
| XII. | Adjournment | 10:30 |

CAT's Mission

The mission of Charlottesville Area Transit is to ensure an accessible, effective, compelling regional public transportation option for all area residents.



CAT Advisory Board Record of Proceedings July 22, 2015

- Meeting was called to order by Chair Dede Smith at 8:35 AM. A quorum was present.
- Board Members present were:
 - Dede Smith, City of Charlottesville
 - Lucas Lyons, JAUNT
 - Jim Self, City Resident
 - Lena Seville, City resident
 - James Mann, City resident
 - Rebecca White, UVA
 - Will Cockrell, TJPDC
- Members not present were:
 - Kathy Welch
 - Jason Ness
 - Peter Thompson
 - Diantha McKeel
- There were no guest attendees
- There was no public comment
- Minutes were approved, with changes: Motion Ms. White; Second Ms. Seville; Unanimous
- The agenda for today's meeting was approved as presented – Motion Mr. Self; Second Mr. Lyons; Unanimous
- Mr. Mann asked if it would be possible to have full service on Labor Day as classes at UVA are in session and many folks must travel to work. Mr. Jones stated that he would need to see if it would be operationally possible this year as many had already requested the day off and made plans. CAT will give this holiday future consideration.
- Ms. Seville inquired about the status of stored value (cash) cards for the new fare system. Mr. Jones stated that he would follow up with Trapeze and relay information regarding the status and implementation timeline for this media choice.
- Report of Committees: Ms. Seville reported that Belmont Bridge had not met since the last CAT Advisory Board meeting; Mr. Self reported that there had been no changes to the West Main Street plan;
- Mr. Lyons reported that there had not been any significant changes on the Code Audit / Streets That Work planning but that a report concerning current conditions was available for download. He reported that there will be an open house sponsored by Tool Design on September 15 & 16 and that Tool Design would be at the Hardy Drive Street fair in August. There will also be an on bus rider survey conducted on 9/16.
- Ms. White reported that the University had prepared a report through its own consultant regarding West Main changes.
- Mr. Self (CAT representative to the PLACE Committee) reported that there will be sidewalk improvements along 10th Street that could affect Route 9 operations and that reviews of the bike lane configuration and bus stops on west Main were being conducted. This is a concern for many CAT users. The committee is also looking at options for Cedar Hill and Hydraulic and that Belmont Bridge has been returned to the design phase.

- Ms. White offered additional UVA updates – Move-in Day is August 21 and the first day of classes is August 25. There will also be a Friday evening football game on September 25 that poses significant congestion issues. A U-Bike station will be placed at Blue Ridge Cyclery on Preston and a demonstration station will be placed at DTS for a few days in September.
- Mr. Jones gave updates on ridership, driver training, hiring, procurement, route adjustments and status of the new AFC program.
- The meeting adjourned at 10:15 AM

Next meeting is September 22, 2015, 8:30 AM at 407 Water Street.

Charlottesville Area Transit
July FY 2016 Performance Totals

| Ridership Category | Jul-15 | Performance 2016 vs. 2015 |
|-----------------------------|---------------|--------------------------------------|
| All Routes | 189,372 | Increased .95% |
| Local Routes | 72,485 | Increased 3.38% |
| Key Routes | 111,429 | Decreased .47% |
| Lifeline Routes | 5,458 | Decreased .82% |
| | | |
| County Funded Routes | 48,918 | Increased 18.64% |
| UVA Affiliated | 32,177 | Increased 8.42% |

Program Updates

Safety Program

Safety training will begin for managers and supervisors in November.

I will be requesting the Safety Manager position in the FY 2017 budget. FTA is going to be requiring this position in FFY 2018.

Driver Training Program

The new driver training curriculum is in place.

We are exploring the possibility of becoming a third party CDL training site so that we can test our drivers in Charlottesville. We currently have to have drivers tested in Chesterfield

Hiring

We currently have five graduates of the GO Driver program in training here at CAT. One graduate is training over at Pupil Transportation and with the recent reorganization in the City's Public Works Transportation Division, we will be scheduling all new hires at both business units as soon as they are licensed.

FY 2017 Operations Budget

Medical Insurance costs will increase roughly 30% (\$100,000) due to our obligations under the Affordable Care Act.

A market wage survey is being conducted of all CAT wages. We expect that some wage classes may be adjusted at least 5% (\$70,000)

Requests for additional positions – an IT Coordinator and Safety Manager Wages / Benefits for these two positions will add approximately \$150,000.

Overall expenses will be adjusted by 2% (\$65,000)

Proposed West Ivy to Downtown Route expansion \$362,400

Proposed Hollymead to Downtown Commuter Services \$259,049

FY 2017 CIP Program

The total CIP Program for FY 2017 will be \$691,548. Capital grants receive federal and state assistance so CAT's total obligation here is \$60,532

AFC Update

The system is running with minimal issues.

UVA ID software is tested and will go online next month.

We will upgrade modules continuously through next spring. The cash card feature may be ready in the second quarter of 2016.

AVL Procurement Timeline

This project timeline is being pushed back until November, 2015.

Environmental system maintenance

During a recent inspection of CAT's external biofilter drainage system several areas were found to be out of compliance with City / County Storm water drainage requirements. Storm Water LLC of Maryland has been contracted to correct these issues. The initial cost will be \$24,887.00 and there will be an ongoing maintenance cost of \$16,020.00 annually to keep these areas in full compliance.

The Route and Stop Working Group meeting was cancelled last month.